

## **SENIOR PROBATION OFFICER**

**GENERAL STATEMENT OF DUTIES:** Undertakes special assignments and has immediate charge of complex cases in a local probation agency; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class work at an advanced professional level in a local probation agency. They are responsible for more complex assignments and more difficult case evaluations in intake, investigation and supervision activities than those assigned to regular probation officers. Employees in this class work under general supervision of a higher ranking professional employee, with more independence of action than that granted probation officers.

### **EXAMPLES OF WORK:** (Illustrative only)

Carries out duties of a probation officer requiring specialized knowledge and skills;  
Performs all, or specialized, intake assignments;  
Serves as team leader where team approach is employed;  
Serves as specialist in employment matters concerning probationers;  
Carries out special projects in the area of probation research, study and development;  
Evaluates staff training needs and coordinates and/or conducts special in-service training programs for staff;  
Develops needed community resources and maintains working relationships with community organizations and programs;  
Performs public relation activities on behalf of agency;  
Directs a volunteer program with duties of orientation, training and coordination of the work of volunteers;  
Reviews investigation reports and probation supervision summaries;  
Prepares evaluative analyses of agency programs.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of modern probation principles and practices;  
Good knowledge of principles underlying human behavior, growth and development;  
Good knowledge of and skill in investigating, interviewing, case recording, and report preparation techniques as applied to probation work and of functions and procedures of courts involved with the work of the agency;  
Good knowledge of community organization principles and practices;  
Ability to gain the confidence and cooperation of others;  
Emotional maturity;  
Good powers of observation, perception and analysis.

### **ACCEPTABLE TRAINING AND EXPERIENCE:**

**PROMOTION:** Two (2) years of permanent service as probation officer.

OPEN COMPETITIVE: Three (3) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology or a related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.